

## FIRST 5 COMMISSION OF SAN DIEGO

October 13, 2003  
2:00 p.m. – 4:00 p.m.  
Girl Scout Facility – Florence Burnham Building  
1231 Upas Street  
San Diego, CA 92101

### AGENDA

ITEM	SUBJECT	PRESENTER
1	<b>Call to Order</b>	<b>Chairman Cox</b>
2 Action	<b>Approval of F5CSD Meeting Minutes – August 4, 2003</b> Supporting Document	<b>Chairman Cox</b>
3 Action	<b>Formation of the Consent Calendar</b>	<b>Executive Director Spiegel</b>
4 Public Hearing	<p><b>Public Hearing</b>  <b>First 5 Commission of California (F5CC) Annual Fiscal Audit –</b>  Comments limited to two minutes per speaker  Supporting Document</p> <p><b>Overview:</b>  The Health and Safety Code requires local commissions to prepare an Annual Audit and to hold a public hearing for the Audit. The purpose of this Audit is to provide the State a detailed financial picture of the Commission. The audit concluded that there were instances of non-compliance that would require reporting, and there were no material weaknesses with respect to internal control over financial reporting and its operations.</p> <p><b>Staff Recommendation:</b>  1) Open Public Hearing.  2) Receive public comments.  3) Approve the Annual Audit for Fiscal Year 2002 – 03.  4) Authorize the Executive Director to submit the Annual Audit to the State Commission.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p> <p><b>Commission Staff Denis McGee</b></p>
5 Action	<p><b>Twenty-year Financial Plan Update</b>  Supporting Document</p> <p><b>Overview:</b>  On January 27, 2003 (Item No. T), staff presented the draft Strategic Plan for 2003 through 2006 for discussion. As part of the discussion, staff posed to the Commission the concept of long-range financial planning as a strategy. Two long-term financial concepts were presented for consideration by the Commission- a 15-year plan and a 20-year plan. The Commission supported the idea of developing a 20-year strategy and that strategy was adopted as part of the 2003 – 2006 Strategic Plan. Presented to the Commission today for discussion is the 20-year Financial Plan developed in accordance with the Strategic Plan.</p>	<b>Executive Director Spiegel</b>

	<p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Receive the revised 20-year Financial Plan updated with the Commission's Fiscal 02 – 03 audit and assumptions that are more in line with current economic conditions.</li> <li>2) Direct staff to form a standing Commission finance committee that minimally includes the Commission's Executive Director and Operations Manager, a staff member from the County's Auditor and Controller's Office, a TPAC member with finance skills, and a member of the business community.</li> </ol> <p><b>Fiscal Impact:</b> None.</p>	
6 Action	<p><b>School Readiness Funding – Contract Amendments</b> Supporting Document</p> <p><b>Overview:</b> On December 3, 2001 (Item No. 8), the Commission approved School Readiness programs for the Chula Vista and National School Districts as part of Phase I of the State Commission's 4-year School Readiness Initiative. The action before the Commission today is to approve amendments with both school districts' School Readiness programs to provide funding for Fiscal Year 2003 – 04. Representatives from the these two school districts, plus San Ysidro School District, will be making a brief presentation on their School Readiness programs.</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Authorize the Executive Director to execute an amendment to the Chula Vista School District's School Readiness program contract in an amount up to \$780,000 for Fiscal Year 2003 – 04.</li> <li>2) Authorize the Executive Director to execute an amendment to the National School District's School Readiness program contract in an amount up to \$360,000 for Fiscal Year 2003 – 04.</li> </ol> <p><b>Fiscal Impact:</b> Up to \$1,140,000 from the Contributions to Community Projects (School Readiness) allocation in the Commission's Fiscal Year 2003 – 04 budget. The Commission will be reimbursed up to \$503,440 of the \$1,140,000 from State Commission School Readiness Initiative Matching Funds.</p>	Executive Director Spiegel
7 Action	<p><b>2003 Annual Report/2004 Calendar - Printing Costs</b> Supporting Document</p> <p><b>Overview:</b> Each January, the Commission publishes an annual report to the community describing the previous year's accomplishments. Last year, for the first time, the Commission combined the annual report with a wall calendar that included tips for parents and inspiring quotes emphasizing the importance of nurturing children. The report/calendar format was very successful and staff is recommending that this format be used again. Estimated costs for the design and printing of 7000 report/calendars are \$17,867.</p> <p><b>Staff Recommendation:</b> Authorize the expenditure of up to \$19,653 (includes a 10% contingency fund) for design and printing costs for the Commission's 2003 Annual Report/2004 Wall Calendar.</p> <p><b>Fiscal Impact:</b> Up to \$19,653 from the Administration and Evaluation allocation in the Commission's Fiscal Year 2003 – 2004 budget.</p>	Executive Director Spiegel  Commission Staff Kim Frink

<p style="text-align: center;"><b>8 Action</b></p>	<p><b>Infant Immunization Media and Outreach Campaign</b></p> <p><b>Overview:</b> The action for consideration by the Commission today is to approve a media and outreach campaign for infant immunizations. The campaign will target the African American, Latino and Filipino communities. Chairman Cox will make a brief presentation to the Commission on this agenda item.</p> <p><b>Staff Recommendation:</b></p> <ol style="list-style-type: none"> <li>1) Find that an infant immunization media and outreach campaign is consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development with the County and provides a public benefit.</li> <li>2) Authorize the Executive Director to work with the Director of the County of San Diego Department of Purchasing and Contracting to issue a Request for Proposal (RFP) to develop and implement a two-year infant immunization media and outreach campaign for up to \$1,000,000.</li> </ol> <p><b>Fiscal Impact:</b> There is no fiscal impact to the Commission's Fiscal Year 2003 – 04 budget at this time. A fiscal impact will be provided when staff returns to the Commission for contract award.</p>	<p style="text-align: center;"><b>Chairman Cox</b></p>
<p style="text-align: center;"><b>9 Action</b></p>	<p><b>2-1-1 Contract Amendment</b> Supporting Document</p> <p><b>Overview:</b> On June 2, 2003 (Item No. 14), The Fromm Group made a presentation to the Commission on their findings from its research on information &amp; referral systems in the region and 211 systems across the country. One of the recommendations contained in the report was that the Commission should play a leadership role in the development and implementation of a 211 system in San Diego County. Based on TPAC and the Commission's interest in supporting the development and implementation of a 211 system in San Diego County, the 211 San Diego Coalition presented staff with a request for funding for Phase I of the operational planning for 211 implementation. On July 7, 2003 (Item No. 8), the Commission approved a contract with Community Health Improvement Partners (CHIP) for Phase 1 and 2 to develop and implement planning for a 2-1-1 system in San Diego County. The action before the Commission today is to amend the contract with CHIP to fund one-year start-up costs and two years of operating costs for up to \$2 million.</p> <p><b>Staff Recommendation:</b> Authorize the Executive Director to negotiate and execute a contract amendment with Community Health Improvement Partners for up to \$2 million to fund start-up and operating costs for 2-1-1.</p> <p><b>Fiscal Impact:</b> Up to \$2 million from the Contributions to Community Projects (Strategic Investments in the Community) allocation in the Commission's Fiscal Year 2003 – 04 budget.</p>	<p style="text-align: center;"><b>Executive Director Spiegel</b></p>
<p style="text-align: center;"><b>10 Information</b></p>	<p><b>State Audit of Local Commissions</b></p> <p><b>Overview:</b> In response to a request by Senator Dean Florez (D–16<sup>th</sup> District – Kern County) on 8/26/03, the State Joint Legislative Audit Committee authorized the California State Auditor to “independently develop and verify information related to the activities of the state (Prop 10) commission and a sample of county commissions --- including Kern County, and one northern and one southern county --- and would include, but not be limited, to the following”:</p>	<p style="text-align: center;"><b>Executive Director Spiegel</b></p>

	<ul style="list-style-type: none"> <li>• Review internal controls</li> <li>• Determine if counties have surplus balances and what they intend to do with the funds</li> <li>• Determine the extent of oversight of grantees</li> <li>• Determine the extent of periodic performance or financial audits of their operations</li> <li>• Identify how much is spent on administration and travel, and whether the percentages are appropriate</li> <li>• Evaluate the process used to select Commission chairs, including a review of the methods used to increase accountability and attain adequate representation on the Commission</li> </ul> <p>It is unknown at this time whether the First 5 Commission of San Diego will be selected for the audit, but Commission staff is getting prepared.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None.</p>	
11 Information	<p><b>Redefining Zero to Five</b> Supporting Document</p> <p><b>Overview:</b> In the past the Commission has interpreted zero to five to mean prenatal to four years, 364 days. Based on input from the State and other local Commissions, staff revisited this definition and has determined that it would be more appropriate to extend the age for eligibility until “entry into kindergarten.” This revised definition is consistent with the legislation as the intent of the legislation was to fill the void of services prior to a child’s entry into kindergarten.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None.</p>	<b>Executive Director Spiegel</b>
12 Information	<p><b>State/Staff Report</b> Supporting Document</p> <p><b>Overview:</b> The First 5 Commission of California (FFCC) did not meet in September 2003. The First 5 Association of California (formerly the California Children and Families Association) met on September 17, 2003. This report includes the September Prop 10 Briefings that contain highlights from the First 5 Association meeting.</p> <p>This report also provides an update on the TPAC Redesign Committee, and Capacity Building Through Intergenerational Approaches Request for Application. Staff will be returning to the Commission to request additional funding for Aging and Independence Services capacity, recruitment and a kick-off event. In addition, the California Court declined to review a Court of Appeal ruling upholding the constitutionality of Proposition 10.</p>	<b>Executive Director Spiegel</b>
13 Information	<p><b>TPAC Report</b> Supporting Document</p> <p><b>Overview:</b> The September meeting of the Technical and Professional Advisory Committee (TPAC) was cancelled. Their next meeting is scheduled for November 17, 2003.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None.</p>	<b>Vice Chair Colling</b>

<p>14 Information</p>	<p><b>Commission Updates</b> Supporting Document</p> <p><b>Overview:</b> Attached for Commission information are a calendar of community engagement activities for November and December October 2003, and an updated summary listing of relevant bills introduced into the 2002 and 2003 legislative sessions.</p> <p><b>Staff Recommendation:</b> None. For information only.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p>
<p>15 Presentation</p>	<p><b>Literacy Training for Library Staff</b> Supporting Document</p> <p><b>Overview:</b> San Diego READs was approved for contract award on April 11, 2002 (Item 12) as a result of an RFP approved for release by the Commission on November 10, 2001 (Item No. 10). The contract was executed and work began on July 1, 2002. The early literacy training for librarians, called "Library STAR (Sure They Are Ready)", was completed in August 2003 and information about the training, feedback and possible future activities in the area of library-focused early literacy are the subjects of the presentation.</p> <p><b>Staff Recommendation:</b> None. This item is presented for information only.</p> <p><b>Fiscal Impact:</b> None.</p>	<p><b>Executive Director Spiegel</b></p> <p><b>Meg Schofield</b></p> <p><b>Commission Staff Lynda Mills</b></p>
<p>16</p>	<p><b>Opportunity for Public Comments</b></p> <p>Items not on the Agenda – (<i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to meeting being called to order).</p>	<p><b>Chairman Cox</b></p>
<p>17</p>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>➤ Award of Capacity Building Through Intergenerational Approaches contracts</li> <li>➤ Award of Access to Health Care contracts</li> </ul>	<p><b>Chairman Cox</b></p>
<p>18</p>	<p><b>Adjournment</b></p>	<p><b>Chairman Cox</b></p>

In compliance with the Americans with Disabilities Act (ADA), First 5 Commission of San Diego (F5CSD) will provide accommodations to persons who require assistance in order to participate in F5CSD meetings. If you require assistance, please contact Amie Meegan at (619) 230-6460 in advance of the meeting.

**NEXT COMMISSION MEETING**  
**November 3, 2003**  
**2:00 p.m. to 4:00 p.m.**  
**1600 Pacific Highway, Rooms 302/303**  
**San Diego, CA 92101**

**Public Comment on specific Agenda items is taken throughout the meeting at the conclusion of each Agenda item**

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